



COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

INTERNSHIP/VOLUNTEER OPPORTUNITIES

Are you a college student in need of volunteer credits or just looking to make a difference?

Consider applying as an Intern with the Erie County Clerk's Office.

As an intern, you can assist in the Clerk's Office with duties such as veteran's outreach events, data entry, and constituent services. Your internship can be part or full-time, giving you plenty of exposure to public service as well as meaningful hands-on experience. You will gain valuable skills sets that can be applied later on in your career.

Minimum Requirements:

- Candidate must be at least 18 years of age.
- Internship hours are generally Monday-Friday from 9am-5pm, and on occasion during an evening or weekend day.
- Candidate will have strong communication skills as well as be proficient in relevant software applications - spreadsheets, word processing, and database management.
- Must be able to deal professionally with constituents and customers either by telephone, electronically or face to face.

If you are interested, apply by [clicking here](#), complete the required information, then upload and submit your cover letter and resume.